



TO: Mayor
Members of the City Council

FROM: Janet Anderson

DATE: February 21, 2023

SUBJECT: AWARD OF BID – CHILDREN’S LIBRARY REMODEL (2021670002)

I. RECOMMENDED ACTION

- 1.) It is recommended that Council approve the Budget Amendment appropriating unspent funds from the Library's 2022 budget to the 2023 budget and transferring funds from sales tax improvements; and
- 2.) That Council award Rolac the bid for the Children's Library Remodel in the amount of \$426,600 for the base bid and alternate 1 and authorize the Mayor to sign contracts.

II. DEPARTMENT CONTACT PERSONS

Janet Anderson, Library Director – 701-420-4540 janet.anderson@minotnd.gov

III. DESCRIPTION

A. Background

The Minot Public Library Board included a remodel to the Children’s Library as part of the space needs analysis and ongoing building and grounds timelines. This remodel was originally slated to begin in 2023, but design work actually began in 2022 due to the recommended delay to the parking lot repairs.

B. Proposed Project

The project will consist of updates to the Library’s west side, specifically the Children’s Library. The work will generally include a space needs analysis, conceptual building layout plans, Library Board presentations, architectural, mechanical, electrical, plumbing, and civil site plan drawings (as applicable) and specifications, cost estimating, project bidding and bid analysis, construction administration and inspection, building commissioning, and as-built drawings. Work includes preparation of biddable plans and specifications for the update and remodel of the Children’s Library at the Minot Public Library. In addition to the Children’s play area, the project designer and architect recommends updates to the entrance of the Children’s Library (attachment H).

C. Consultant Selection

The Library Director and Children's Librarian have been working with Ackerman-Estvold to design and estimate the planned remodel. Ackerman-Estvold published advertisements for bids on 1/13/2023, 1/20/2023, and 1/27/2023 in the *Minot Daily News* and *Bismarck Tribune* as well as online. Sealed bids were opened at 2:00 pm on 2/3/2023. Ackerman-Estvold project designers worked with the Library Director to make the above recommendation (#2).

IV. IMPACT:

A. Strategic Impact:

The mission of the Minot Public Library is to be the center of information and exploration for the community. The Children's Library is integral to this mission and one of the most visited areas of the building. This area was last re-imagined and updated in 2000, and in the last 21+ years the needs of Minot families has changed. While encouraging the love of reading and books remains a core principle of MPL, library services have moved beyond "just books" as the core values of MPL are to connect, enrich, and inspire. Essential to these values is making the library's youngest users and their families feel welcome to explore and play in the Library. Children best learn to discover and understand their world through play and MPL wants to encourage this by providing a safe, free space for families to spend time all year. Libraries have the unique opportunity to invite people to connect without the added pressure of buying anything, which is especially important for low-income and at-risk families.

B. Service/Delivery Impact:

The proposed play area at MPL will allow families to spend quality time together while discovering what the Library has to offer. The enclosed play area is just part of the planned remodel as it will also include an inviting reading area with cozy nooks to allow children to find their next favorite books. In order to make the Children's Library a more welcoming and inviting space, staff will be reorganizing the layout of the area and purchasing more child-friendly shelving and furniture.

While the proposed play area is the primary reason for this project, it is also recommended that the Children's Library update the entrance in order to clearly identify the Children's Library and ensure that the space is cohesive (recommendation # 2). While the current budget does not include revenue for the alternate designed, it's recommended that this be funded as this will eventually need to be completed and the cost will surely increase from what is currently estimated

C. Fiscal Impact:

- 1.) The funds appropriated in 2022 are needed in order to complete this project. This funding was already set aside for the Children's Library remodel, but because work was not started in 2022 the funds moved to the Library's cash reserves.
- 2.) The Minot Public Library has revenue from the 2022 budget (see above), the 2023 budget, and over \$180,000 in donations for this project. The budgeted funds and the donations will cover the cost of the base bid provided by Rolac. However, this revenue does not cover the cost of the proposed alternate to update the entrance to the Children's Library.

- a. While staff are asking that Council approve this Budget Amendment to include the alternate 1 they are also continuing to seek donations and apply for grant opportunities. As these donated funds are received, the actual amount needed from the City budget will decrease.

Children's Librarian, Randi Monley has been diligently applying for and receiving grants and donations for this project and continues to do so. In addition to the project funding listed below, the Friends of the Minot Public Library have committed to donating over \$3,000 to this project.

NOTE: Funds highlighted have been guaranteed, but not received.

Project Costs

Base Bid: \$384,000
Alternate: \$42,600

Project Funding

(highlighted funding sources are have been secured, but not yet received)

Individual Donor (2021)	\$50.00	secured
Misc. 2021	\$85.29	secured
End of Year Memorial Transfer 2021	\$2,279.66	secured
City of Minot (2022)	\$152,446.05	2/21/23 BA
Minot Area Community Foundation	\$40,000.00	Secured
Enbridge (Benevity)	\$3,000.00	secured
Scheel's	\$1,000.00	secured
Magic City Lions Club	\$10,000.00	secured
Private Donation MACF	\$10,000.00	secured
City of Minot (2023 budget)	\$83,000.00	secured
City of Minot (2023 architect budget)	\$12,000.00	secured
Glenn Perkins Foundation	\$100,000.00	secured
Hess Force	\$9,500.00	secured
SRT	\$3,000.00	Secured
Friends of the Minot Public Library	\$2,039.38	Pending

Total = \$426,600

V. CITY COUNCIL ASPIRATIONS

This remodel to the Children's Library will meet several of the City Council's Aspirations. Primarily, Library staff want this space to be **Safe and Welcoming**, but this also allows the Library to be **Dynamic** by helping meet the needs of the community through offering a free place for families to gather and explore. As the community changes and grows, MPL plans to expand its Children's Library in order to be **Resilient and Prepared** to continue providing a high quality of life, especially for young families. Finally, this remodel will continue to allow the Library to be **Excellent and Connected** – the Library will use input from MPL patrons in order to ensure the space connects the community to one another as well as Library services. Following the challenging years of 2020 and 2021, Library staff are ready to welcome families to the library and provide the services and space they need.

VI. ALTERNATIVES

- 1.) Council could reject the BA for unspent 2022 funds and the money would stay in the Library's cash reserve.
- 2.) Council could reject the BA for the alternate in the amount of \$42,600 and this portion of work would be completed another year.
- 3.) Council could reject this recommendation to award and propose a change to the project or recommend that the Library re-bid the project.

VII. TIME CONSTRAINTS

The goal is to have this project 95% complete by 6/1/2023 in order to have an "opening" to kick off our Summer Reading Program. Construction will likely not begin until after 2/21/2023 which gives us just over three months to complete this work.

VIII. LIST OF ATTACHMENTS

- A. Architect Recommendation and Contractor Bid
- B. Sample Drawings
- C. 2-6-2023 Architect Estimate
- D. RFQ Children Library Remodel Detail
- E. Architect Contract_Signed
- F. Ad for bids_PaperNotice
- G. Children's Library Remodel Tentative Budget 22-23
- H. Alternate_Entrance
- I. Proposed Budget Amendment